



APPLICATION FOR EMPLOYMENT

An Equal Opportunity and Veteran-Friendly Employer
Arrowhead Regional Corrections
Employee Relations Department

100 N. 5th Ave. W., #1
Duluth, MN 55802-1284
(218) 726-2422 (Voice)
(218) 725-5198 (TDD)
(218) 725-5065 (Employment Hotline)
www.stlouiscounty.org

Position Applied for				PRINT Clearly or Type			
Last Name		First Name		Middle Initial		May we call you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address				Home Phone () ()		Work Phone () ()	
City				State		Zip Code	
				Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a current employee of St. Louis County? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you a United States Citizen or have permission to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email Address:
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FORMAL EDUCATION

Did you graduate from High School/receive G.E.D.? <input type="checkbox"/> Yes <input type="checkbox"/> No										Circle last grade of secondary school completed: 6 7 8 9 10 11 12									
College, University, or Professional School (List all undergraduate and graduate work) <i>Attach copies of related transcripts if requested</i>			Dates of Attendance Month/ Year		Number of Credits		Degree		Major and Minor Subjects										
Name	Location	From	To	Quarter	Semester	Type AA, BS, MBA, etc	Date Rec'd or anticipated												
Business, Correspondence, Trade, Technical or Vocational School; or Professional Certification <i>Attach copies of related transcripts if requested</i>			Dates of Attendance Month and Year		Full Time	Part Time Hrs/Wk	Certificate Received? (Yes or No)	Percent of coursework completed	Program Title										
Name	Location	From	To																

OCCUPATIONAL LICENSE

If position requires certificate, registration, occupational or driver's license, please provide the following information and attach copies :			
Type:	Number:	Issue Date:	Expiration Date:

VETERAN'S PREFERENCE

Are you applying for Veteran's Preference Points? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", please see page 3 of employment application.
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APPLICANT SIGNATURE

ATTENTION - THIS STATEMENT MUST BE SIGNED. ANY FALSE STATEMENT ON THIS APPLICATION IS PUNISHABLE BY LAW.	
<p>I authorize St. Louis County and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application. I hereby authorize all current and previous employers (unless noted otherwise on this form) to release any information in their files pertaining to my employment history.</p> <p>I certify that all of the statements in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false information or omission of information from this application may be cause for rejection or dismissal if employed. I have read the Data Privacy Notice (page 4) and agree to supply the information on this form with full knowledge of that warning.</p>	
SIGNATURE OF APPLICANT: _____	DATE: _____

FOR OFFICE USE ONLY: ___ AA ___ NQ ___ MD ___ SA REASON: _____

WORK EXPERIENCE

Provide a complete description of all qualifying experience, paid and/or volunteer, starting with the most recent position held. (Please refer to instructions on page 4)

May we contact your present employer? ☐ Yes ☐ No ☐ Yes, only after an offer has been made.

ATTACH ADDITIONAL SHEETS IF NECESSARY. BE SURE TO INCLUDE ALL INFORMATION REQUESTED BELOW.

Organization: _____ Telephone () _____ Address: _____ City/State/Zip _____ Position Title: _____ Supervisor: _____ Major Activities: 1. _____ 2. _____ 3. _____ 4. _____ Number and Title(s) of people you supervised: _____ Reason for Leaving:: _____	From: _____ Month / Year To: _____ Month / Year Total: _____ Years - Months Hrs./Week: _____ <i>(If hours vary, indicate average per week)</i>
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Organization: _____ Telephone () _____ Address: _____ City/State/Zip _____ Position Title: _____ Supervisor: _____ Major Activities: 1. _____ 2. _____ 3. _____ 4. _____ Number and Title(s) of people you supervised: _____ Reason for Leaving:: _____	From: _____ Month / Year To: _____ Month / Year Total: _____ Years - Months Hrs./Week: _____ <i>(If hours vary, indicate average per week)</i>

AVAILABILITY INFORMATION

Please check below the conditions under which you will accept employment with the County. Failure to accept an interview or a job offer under the conditions you give below will result in removal from the eligible register.

Your Test Site Preference ☐ Duluth ☐ Virginia/Hibbing

Note: Test may be limited to one site only; refer to the Position Announcement for examination information.

I am available to begin work on: _____

I will accept employment at the following locations:

- ☐ I will accept Full-Time employment
- ☐ I will accept Part-Time employment
- ☐ I will accept Temporary employment
- ☐ I will accept Shift Work
- ☐ I will accept unscheduled employment

- ☐ Duluth Area
- ☐ Grand Marais
- ☐ Carlton
- ☐ Arrowhead Juvenile Center (AJC)
- ☐ Northeast Regional Corrections Center (NERCC)
- ☐ Virginia Area
- ☐ Hibbing Area
- ☐ Ely Area

- ☐ Two Harbors
- ☐ Silver Bay
- ☐ International Falls
- ☐ Range Area

NAME:

POSITION APPLIED FOR:

FOR CURRENT
EMPLOYEES ONLY

Are you applying promotionally?

☐ Yes

☐ No

APPLICANT: PLEASE READ THE DATA PRIVACY NOTICE ON PAGE 4.

GENDER

☐ Male

☐ Female

RACE/ETHNIC GROUP (Please mark one only)

- ☐ CAUCASIAN - (Not of Hispanic origin), includes persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ BLACK OR AFRICAN AMERICAN - All persons having origins in any of the Black African racial groups; not of Hispanic origin.
- ☐ HISPANIC OR LATINO - Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- ☐ AMERICAN INDIAN OR ALASKAN NATIVE - All persons having origins in any of the original peoples of North America.
- ☐ ASIAN OR PACIFIC ISLANDER - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- ☐ MULTIPLE RACES - or 2 or more races _____

DISABILITY STATUS:

A person with a disability is defined as:

1. Having a physical or mental impairment which substantially limits one or more major life activities.*
2. Having a record of such an impairment.
3. Being regarded as having such an impairment.

**Major life activities include caring for oneself, performing manual tasks, walking, talking, hearing, seeing, speaking, breathing, learning and working.*

Note: Temporary, non-chronic impairments, with little or no long-term impact, are usually not disabilities. A visual problem which has been corrected by glasses is usually not a disability. Veterans who are rated as "disabled" by the Veterans Administration are not automatically "disabled" under this definition.

Based on the above information, do you claim disability status?

☐ Yes

☐ No

Do you have special needs which may necessitate accommodations in the test facilities or test process? (If hired, job accommodations will be considered based on your individual needs in performing the essential job functions of the vacant position)

☐ Yes

☐ No

Please describe the type of accommodation needed: _____

HOW DID YOU LEARN ABOUT THIS JOB? (Please mark one only)

- ☐ Job Announcement
- ☐ Walk In
- ☐ Current Employee
- ☐ Job Fair

- ☐ Employment Hotline
- ☐ Newspaper
- ☐ Employment Agency
- ☐ College/Tech School

☐ SLC Intranet Site

☐ SLC Internet Site

☐ Job Fair

☐ Employment Website _____

☐ Other _____

CLAIMS FOR VETERANS PREFERENCE (VETERANS ONLY)

If you are eligible to apply for Veterans Preference, attach a copy of documents listed for the option selected:

- ☐ Veterans: DD214
- ☐ Disabled Veterans: DD214 & compensable disability award letter within the last 6 months.
- ☐ Spouse Disabled: DD214 & compensable disability award letter (6 months) & marriage certificate**.
- ☐ Spouse of Deceased Veteran: DD214, Marriage Certificate and Death Certificate.

*** (Eligible only if Veteran is unable to qualify because of the disability.)*

NON-DISCRIMINATION

Arrowhead Regional Corrections is an equal opportunity and veteran-friendly employer. All qualified applicants will receive consideration for employment without regard to race, creed, gender, age, color, national origin, religion, disability, sexual orientation, marital status or status with regard to public assistance.

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

Applications are also accepted online at www.stlouiscounty.org/jobs. Please provide thorough and accurate information following the guidelines below; incomplete applications may be scored inaccurately or rejected.

1. **Fill out a separate application form for each exam.**

Photocopies are acceptable. Sign and date your application on page one.

Part-time work experience is prorated to the number of hours worked, using a 40-hour work week as the standard for full-time work.

2. **Work Experience Section:** For jobs with an experience and training rating, your score will be determined by an evaluation of the job-related experience and training you describe on the application. Only experience during the ten most recent years will be used in determining the rating. Be specific and complete.

To receive proper credit, list the five most important and/or time-consuming duties for each position. Do not include unimportant job duties which are performed only occasionally.

Do not write "see prior applications" or "see resume".

List your present or most recent experience first, including all job-related volunteer and/or unpaid experience.

List each promotion as a separate job, even though it may have been with the same department or organization.

If you attach additional information sheet(s), include all of the information requested on the application, i.e., organization, position title, length of employment, total time, hours per week, and major activities. If hours per week vary, please use the average number of hours per week.

Résumés are only accepted if they are attached to a completed application. If a résumé is submitted, please do not include personal information, e.g., birth date, marital status etc.

3. Your application and supporting material become the property of the St. Louis County Employee Relations Department and cannot be returned. Work samples, letters of recommendation and the like should not be submitted with the application. However, you may bring such material to an employment interview.

4. The only adjustments you may make on your application after the closing date for filing are your name, address, telephone number or availability information.

DATA PRIVACY NOTICE

Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested on this application.

- Name, home address and telephone numbers, and email address are used to identify you and to contact you about potential job opportunities. If your name is not provided, we won't be able to process your application. If your contact information is not provided, we will not be able to contact you and may reject your application. If you are a finalist for a vacancy, your name becomes public data and is available to anyone.
- Gender, Race/Ethnic group, and Disability Status are used to comply with equal employment opportunity and affirmative action requirements and to evaluate our efforts to ensure legal diversity in the recruitment and selection of employees. If this data is not provided, it will be more difficult for us to evaluate our efforts and to provide accurate data in the required reports. Reasonable accommodation information is used to provide reasonable accommodations in the testing and hiring processes. If sufficient data is not provided, we may not be able to accommodate you.
- Conviction information is used to determine if we may legally accept an application from you and to determine whether a conviction is job-related. If you don't provide it, we may not be able to determine if we can legally hire you.

You are not legally required to provide any of the private data listed above. St. Louis County employees from the Employee Relations Department and other departments involved in the selection process may have access to your private data if their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule or court order.